

Michigan Supreme Court
State Court Administrative Office
Trial Court Services Division
Michigan Hall of Justice
P. O. Box 30048
Lansing, Michigan 48909
Phone (517) 373-4835

Memorandum

To: **All Friends of the Court and Chief Circuit Court Judges**
cc: Family Division Administrators
Circuit Court Administrators

From: John D. Ferry, Jr., State Court Administrator

Date: May 8, 2003

Re: Friend of the Court Annual Statutory Reviews
Due August 1, 2003

MCL 552.524 requires chief circuit court judges annually to review the performance of each friend of the court. Public notice of the annual review is required. The Friend of the Court Bureau Policies and Procedures Memo 1984-2 recommends that notice be published annually 60 and 30 days before July 1, in the newspaper with the widest local circulation using form FOC 18, *Publication and Notice of Friend of the Court Annual Statutory Review*.

Form FOC 17, *Friend of the Court Annual Statutory Review* (rev. 6/97) should be used to conduct the review. Please summarize any public comments, or any citizen advisory committee reports or recommendations. The Friend of the Court Director is allowed an opportunity to respond, and a copy of director's written response should be sent with the review to the Bureau. A copy of the review (including any responses and a summary of public comments) must be submitted to Darla Brandon, State Court Administrative Office, Friend of the Court Bureau, by August 1, 2003.

Memo 1984-2 also states that reviews need not be conducted if the Friend of the Court Director has not served for at least one full year. If no review is conducted, the chief circuit judge should send form FOC 17 to the Bureau indicating why it was not conducted.

Forms are available at: <http://courts.michigan.gov/scao/courtforms/domesticrelations/drindex.htm#foc>. Please direct any questions regarding the friend of the court annual statutory review to Timothy Cole at (517) 373-9663, or colet@courts.mi.gov.